CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATION (Office No.)	RETENTION PERIOD	ARCHIVE LOCATION	ARCHIVE PERIOD
Configuration Control Board (CCB) KDP-P-1161-BASIC	CCBD Baselined Documents	Originator	Hard Copy (HC)/PCC Rm 3084 Electronic Media (EM)/CLCS2 Server	To be determined at End of Project	N/A	N/A
	Engineering Support Request (ESR)	Originator	HC/PCC Rm 3084	End of Project	N/A	N/A
	Change Request (CR)	Originator	HC/PCC Rm 3084	End of Project	N/A	N/A
	ESR/CCB Log	Change Control Manager	EM/CLCS2 Server	End of Project	N/A	N/A
	Documentation Completion Notice	Implementer	HC/PCC Rm 3084	End of Project	N/A	N/A
	CCB Meeting Minutes	Change Control Manager	HC/PCC Rm 3084 EM/CLCS2 Server	End of Project	N/A	N/A
	Action Log	Change Control Manager	HC/PCC Rm 3084 EM/CLCS2 Server	End of Project	N/A	N/A
		Manager	EN CECSE SCI VCI			

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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM

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